



Baker County Library District
Library Board
Regular Meeting Minutes

Sep 12, 2023

<p>Call to Order</p>	<p>The meeting was held in the Riverside Meeting Room at the Baker County Public Library, 2400 Resort Street, Baker City, Oregon, the administrative building for the District.</p> <p>Directors attending the meeting in person include Kyra Rohner, Joan Spriggs, Beth Bigelow, Ashley McClay and Betty Palmer (arriving at 12:08). Also attending in person are Perry Stokes, Director and Christine Hawes, Business Manager. No one attended online through Zoom although it was available.</p> <p>Meeting called to order at 12:06 pm by Rohner.</p>
<p>Consent Agenda</p>	<p>Rohner asked if there were any additions or deletions to the consent agenda or minutes from the previous meeting. Stokes said the Revised Wage Scale item is postponed; it is still a work in progress. No other changes. Bigelow made a motion to approve the Consent Agenda; Spriggs seconded; no discussion; motion passed unanimously (4 yea; Rohner, Spriggs, Bigelow and McClay) by those present.</p>
<p>Conflicts of Interest</p>	<p>Rohner asked if there were any conflicts or potential conflicts of interest to be declared. There were none stated.</p> <p>Betty Palmer arrived.</p>
<p>Public Comment</p>	<p>Rohner moved to public comments. No public present. Stokes received a complaint to share with the board. While he was on vacation, there were two incidents that the staff experienced. He described both public complaints and issues. After review, he found no evidence to substantiate the complaint. Both incidents involved staff enforcing standard policy. To help clarify matters, the board will update room space use policies today. Rohner asked if these were formal complaints. Stokes said both were informal complaints.</p> <p>Rohner asked if training on policies is done at the staff training. Stokes responded that policy and procedure reviews are discussed for new hires in training and at staff meetings. He described policy reviewed at the Staff Day training event in August. It was stressed that the staff be consistent in following policy. After the Meeting Room policy is updated, he will discuss it at the next staff meeting. Discussion ensued on staff being familiar with district policy. Palmer suggested we include one policy each month in the staff meeting. Rohner also suggested required training on Equity, Diversity, and Inclusion (EDI).</p>



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	Discussion on how to educate staff.
OLD BUSINESS: New Directions Northwest Needle Disposal Proposal	A representative from New Directions NW was invited to the meeting for discussion of placement of a sharps disposal unit on library grounds, but was not present. This agenda item is tabled to the next meeting. Stokes will contact the guest to reschedule.
NEW BUSINESS: Meeting Room & Study Room Policy Revision	<p>Stokes presented proposed changes to the Meeting Room & Study Room Policy. The main changes are to the study room portion. There is a small change on page one addressing the meeting room use. We give 20 minutes for a person to arrive before making it available to others. The room booking software gives us 30 minutes, if there is a no-show, then we can give this to another person to use the room.</p> <p>To reserve a room space, a person must be the age of 14 or older; Stokes selected this age as Oregon state statutes provide expanded independent rights to persons at age 14 . The policy now allows users to remain in a room after their reservation period until it is booked by someone else. Palmer suggested the use of the word “<i>may</i>” instead of <i>Occupants “will” be allowed to remain in the room...</i> Stokes made note of the change. Smoking and vaping are prohibited by law, but this is stated in policy for emphasis. He went over all of the changes and the purpose of them.</p> <p>Security cameras are installed in rooms for safety and security. Tampering with them results in a loss of privileges. Palmer asked if the cameras give full coverage of the rooms. Stokes said they are as wide as possible. Palmer said that she is hearing from other schools that extensive use of vaping is an issue. Stokes said that has been an occasional issue and he aims to install vape sensors in rooms. Rohner asked if there were any other discussions or changes to this policy. There were none.</p> <p>McClay made a motion to approve the meeting Room and Study Room policy with changes stated ; Bigelow seconded, no further discussion; Motion passed unanimously (5 yea).</p>
Revised Wage Scale	Stokes said this item will be moved to a future meeting. It is still a work in progress.



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<p>REPORTS: Director</p>	<p>Stokes gave the Director's report:</p> <p>Facilities New flip-top, rolling meeting room tables have arrived. They are placed in the Reading Room, Study Rooms, and a few of them were sent out to branches. The tables fold up for convenient nesting storage, are light-weight, and easier to move around. The Friends paid for half of the cost of the tables.</p> <p>Personnel We will be losing 3 pages that are leaving for college. New hire replacements for them are being interviewed. Our facility manager, Ed, expects to be taking extended medical leave sometime in December to February.</p> <p>General Administration He is starting to work on the annual State Library Statistics report. He will present an overview of the report at a future meeting.</p> <p>Programs Banned Books Week – Libraries nationwide promote First Amendment rights in October with a “Banned Books Week” campaign. Stokes likes the theme of “Let Freedom Read” and graphics this year. He ordered a set of promotional materials.</p> <p>Clean Slate Fines Forgiveness – For Library Card Sign-Up Month in September and through Banned Books Week, the District will be offering to waive late fines for patrons. This will be noted in processing on accounts as <i>2023 BBW Clean Slate</i>.</p> <p>National Voters Registration Day - The library is hosting County Clerk Stefanie Kirby for half of the day on Sep 19 to promote registration to vote and solicit questions about the elections process.</p> <p>IRS On-Site Assistance - Stokes was contacted by the IRS about hosting field workers that are traveling to remote areas to assist the community with tax issues. At least three agents will be here for 3 days, and will be open to the public for assistance with IRS issues or questions. The IRS sent security staff down in advance to make sure we had proper exits and safe rooms for them to use. We received monitors that they had shipped here for that day.</p>
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	<p>New World Language Online Books Resource - Stokes found a new resource that he is considering adding to our digital platform. It has multiple languages including sign language. Videos play books read in a language of choice. It is affordable. The company is called Mote-4-Kids; it appears they are based in Australia.</p> <p>Facilities, Continued</p> <p>Huntington Library - the front door is bent. Ed went down to work on the door and said that the door needs to be replaced. It is estimated at about \$2,000 to replace. Ed has ordered the replacement.</p> <p>Huntington Library - another project is to have the exterior and the trim repainted. Ed is looking into contractors for that project.</p> <p>Baker Library - the window seals need to be replaced. The seals are breaking down with age. The cost is up to \$7,500. Some discussion but all agreed it was needed. Palmer asked how long it will take for installation. Stokes didn't have that timeline; he will find out.</p> <p>Outside Phone - Ed has ordered a new handset for the phone at the outside patron phone. It has been beat up although it still works.</p> <p>Bike Repair Station – Stokes intends to have Ed add a flood light to this area for safety.</p> <p>Huntington Library - the cameras are being improved. The ones there occasionally fail. We will also be upgrading this library to LED lighting. Two other branches have already been done.</p>
<p>Finance Report</p>	<p>Hawes reported on the financial reports. Copies of the reports have been handed out and electronic copies are available.</p> <p>The General Fund received tax turnovers on September 6 totaling \$3,228.63. No other revenues to report. Personnel Services is on target with the budget.</p> <p>In Materials & Services, noteworthy checks included in the Book budget are Cengage - Gale \$2,733.15 to renew 3 online subscriptions, Ingram \$6,500.36 for the monthly book order, and Rivistas \$3,386.94 for branch magazine and periodical renewals. The largest invoices have not arrived yet for the Baker Library subscriptions. Last year the library paid \$5,392 for magazine</p>



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	<p>subscriptions plus \$2,932 for newspaper subscriptions. The periodicals manager says she anticipates those being about the same. In Facilities & Grounds Maintenance, a check to Tony's Tree Service for \$1,200 to trim a tree and remove a dead pine tree. In utilities, a check to the City of Sumpter \$513.41 for second quarter (April, May & June) utilities for the Sumpter Branch Library.</p> <p>The Library District wrote two large checks. One to the Oregon Corrections Enterprises for \$15,461 for 20 tables with folding tops for the meeting room. And a second, to the City of Baker City to pay off the LID account of \$11,310.29 (principal \$10,813.57 plus interest \$496.12).</p> <p>The Other Funds wrote a check to Past Perfect \$720.00 to renew the software subscription that hosts the historic photo collection. It also made an online payment to VISA of \$537.41 which includes \$89.15 for shipping of books sold on Amazon, \$14.97 for a volunteer memorial, and \$433.29 for 3 bicycles awarded through the Summer Reading Program using the Bikes-for-Books designated funds. It will also reimburse the General Fund \$128 for a 4th bicycle. The Bikes-for-Books fund will have a remaining balance of \$1,078.</p> <p>The Capital Investment Fund had no activity.</p> <p>The Sage Fund wrote 4 checks to small couriers totaling \$2,785.60 and made a payment online to VISA \$304.44 for Marcive record maintenance.</p> <p>The Approved Bills Reports were passed around for the directors to review and initial along with the check packets split among those present. The Library District VISA was included with online payments that were passed around for the directors to review. Palmer commented on the VISA purchase for Saris. Hawes responded that this is the company where we purchase replacement parts for the bike repair station.</p> <p>Stokes reiterated that he will contact New Directions and reschedule the visit. No further discussion.</p>
Next Meeting	The next regular board meeting will be October 10, 2023 at noon.
Adjourn	<p>Rohner adjourned the meeting at 12:50 pm.</p> <p>Respectfully submitted,</p>



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	<p>Perry Stokes Secretary to the Board PS/ch</p>
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